

RECORDS DISPOSITION COURSE

AGENDA

0830 - 0845 Welcome and Course Introduction
0845 - 0915 Overview of the Agency's Information Management Program

CREATION

0915 - 0930 Records Responsibilities
Categories of Records
0930 - 1030 Information Security
Classification
1030 - 1045 BREAK

TRANSMISSION/CONTROL

1045 - 1115 The Records Information System (TRIS) -
document control and records management system
Top Secret Control Automated Data System
(TSCADS) - collateral TS control system

MAINTENANCE

1115 - 1200 Types of Files
Files Systems and Filing Practices
Files Equipment and Supplies
1200 - 1300 LUNCH
1300 - 1330 Micrographics Program
1330 - 1400 Forms Program

DISPOSITION

1400 - 1430 Records Control Schedules
Authority, preparation, application
1430 - 1445 BREAK
1445 - 1515 Scheduling Electronic Records
1515 - 1600 Overview of the Agency Archives and Records
Center
Accessioning Section
Archives and ADP Section
Disposition Section
Reference Section

WRAP-UP